



## **DIA Judicial Application Instructions**

1. The application must be completed in full to be considered by the Nominating Panel ("Panel"). If a question does not apply, write "Not applicable" in the space provided. If information is not available, write "Not available" and state the reason(s) the information is not available. Please sign the Certification Page.
2. Please complete the answers on appropriately numbered sheet or sheets and restate the question before each answer for ease of reference.
3. Please inform the Panel of the proper address and the phone number to contact regarding your application. If you do not want to be contacted at your employment, please state so in your cover letter and application.
4. Type all answers in 12 point font. Do not include these instructions or the summary of the nomination process with the completed application form. Please do not add extra appendices to your application.
5. Every time an individual's name is mentioned in the application please supply their corresponding telephone number (i.e.: John Smith (617) 555-5555) for ease of reference.
6. Please also attach, as page one of the application, a one-page resume containing a brief professional history and your educational background.
7. This application does not constitute a public record. Applicants' completed applications, including the confidential portion, are forwarded to the Governor upon nomination by the Panel. Applicants should note that their resume and writing sample may be reviewed by the Workers' Compensation Advisory Council and Governor's Council upon recommendation by the Panel. For confidentiality reasons, once the application is filed with the Panel, applicants should not provide a copy of the application to other individuals.

8. The Panel requests that each applicant review Executive Order #456 (No. 03-14), specifically Section 2.0, Qualifications for Administrative Judges and Administrative Law Judges; Section 2.1, Applicants for Administrative Judge Positions; Section 2.2, Applicants for Administrative Law Judge Positions; and Section 2.3, Code of Conduct for Nominees for DIA Judicial Office.
  9. **Fourteen** copies of the Application, including Appendix A (writing sample) must be received at the Department of Industrial Accidents, c/o Senior Judge James L. LaMothe, Jr., 600 Washington Street, Boston, MA 02111. (NOTE: Do NOT include the Certification and Waiver in the copies. Attach the Certification Page to the original application only.) Each of the sections should be stapled or bound. Applicants may apply at any time, but in order to be considered by the Panel for particular vacancies or term expirations, completed applications must be received on or before the Panel's designated deadline.
  10. If you are invited for an interview, you will be asked to provide two copies of a 2"x2" photo (passport size) of yourself.
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### **Instructions for Letters of Reference, Phone Calls and Emails**

In a change from past practice, telephone and email lobbying or "campaigns" for judicial office are prohibited by Executive Order #456 (No. 03-14). However, applicants who have been invited to an interview with the Panel are permitted to invite up to 5 persons with actual knowledge of their abilities to write letters to the Senior Judge in support of their application. The letters should reflect the supporters' assessment of the applicant in the following areas: professional work ethic, trial experience, competency, interpersonal skills and reputation in the legal and local community. Applicants should not personally contact Panel members regarding their application during the nomination process. Panel members cannot individually interview applicants or commit in advance to vote for any applicant.

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### **Summary of the Nomination Process**

1. Application Period: The DIA announces vacancies and/or term expirations on the web-site and through publications. Application deadlines for the designated judicial positions are set.
2. Votes for Nominating Panel Interviews: All conforming applications are distributed to the Nominating Panel members. Each Panel member reviews all applications and votes for the individuals who, based on qualifications, should be interviewed.

3. Notification to Applicants: Applicants selected for interview are notified by telephone and letter of the date, time and location of the interviews. Applicants not selected for interview are notified by letter.
4. Nominating Panel Interviews: After all the interviews are completed, the Panel discusses the relative qualifications of all the applicants and votes for recommendation for nomination.
5. Recommendations for Nomination: The Panel's recommendation is conditioned on a detailed personal background check. The names of three to six nominees for each vacancy or term expiration are submitted to the Governor and the Workers' Compensation Advisory Council. The nominees are listed in alphabetical order, referencing whether the person has been nominated for the position of Administrative Judge, Administrative Law Judge, or both, and whether the person has been nominated for reappointment or recall.
6. Workers' Compensation Advisory Council Interviews: The Workers' Compensation Advisory Council may rate candidates as highly qualified, qualified or unqualified. For purposes of making such a rating, the Council may interview any or all of the applicants recommended for nomination. Such ratings are forwarded to the Governor's Office for consideration. The Governor may select for nomination one or more applicants for nomination to judicial office; the Governor also may reject all persons recommended and invite further recommendations. The recommendations by Governor's Chief Legal Counsel will also be considered by the Governor in making his decision.
7. Governor's Council: The Governor's Council will then meet with the applicant, conduct individual and group interviews or hearings, and then vote whether to give its advice and consent.
8. Retention of Application: If the candidate is among those recommended to the Governor, the application will be held on file for an additional twenty four months from the date of the recommendation letter and remain eligible for any vacancies which occur during that time.

**If you have any questions, suggestions, or concerns please do not hesitate to contact the Office of the Senior Judge at (617) 727-4900, extension 311 or visit the DIA web-site at [www.mass.gov/dia](http://www.mass.gov/dia).**